



# Cicero School District #99

**Job Title:** Night Shift Custodian  
**Reports To:** Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

## Position Summary

- To provide the Students, Staff, and Parents with a safe attractive, comfortable, clean and efficient environment in which to grow, learn, develop and play.
- To Assist the Head Custodian and Principal in the day to day custodian functions of the building and minor maintenance of the building including snow removal and weekend building checks, set ups and take down for building functions/programs during school hours and before

## Qualifications & Requirements

- High school diploma or equivalent preferred
- Certification of good health signed by a licensed physician.
- Physically able to bend over lift and carry 50 pounds.
- Aptitude for successful fulfillment of assigned performance responsibilities.
- Valid Illinois Driver's License
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Expertise and Experience, from being a night shift custodian.
- Must have positive yearly evaluations
- Must be able to perform all duties as listed below
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work of ladders, small scaffolds and district lift.
- Must be able to snowblow, shovel and salt district grounds during the winter months when required and requested by the Head Custodian.
- Employee must always carry and keep on his/her district supplied phone style walkie talkie
- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people.

## Duties & Responsibilities

### PERFORMANCE RESPONSIBILITIES:

- Performs all duties as described on the building custodian assigned area responsibility sheet
- Adhere to all district policies, procedures and Master Agreement between CICD99 and SIEU Local 73
- Remains on the school premises during all scheduled work hours according to contract.
- Responsible for general minor maintenance, upkeep and repair of assigned area, which includes bulb replacement etc.
- Cleans and maintains all areas assigned by Head Custodian up to District 99 standards.
- Clean, mop and sanitize restrooms/bathrooms, and drinking fountains using established practices and procedures.
- Follow instructions/procedures regarding the use of chemicals and supplies.
- Keeps all floors in a clean, attractive condition and in a good state of preservation.

- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Reports any damage and/or graffiti to Head Custodian and Principal.
- Provides necessary support and set-up for after school programs.
- Assist in keeping the building and premises, including sidewalks, driveways playgrounds areas, safe and clean.
- Capable of carrying the district pager for weekend and holiday building checks, if asked by Head Custodian upon his absences.
- Reports any out of range heating or cooling conditions to Head Custodian to provide appropriate temperatures to the season and to insure economical usage of fuel, water and electricity.
- Assumes responsibility for securing the building, all doors and windows are properly closed, locked and all lighting is turned off at the end of each school day, alarm set when last person leaves the building
- Attend meetings and training as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Attend to any type of emergency situation, when necessary.
- Assists with snow removal if called upon
- Performs all other assignments and responsibilities as assigned

**Physical Demands:**

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

**Working Conditions:**

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

**Terms of Employment**

Start Date:	TBD
Hours:	Depending on which building you're assigned to.
Work Year:	Twelve Month Employee
Compensation:	As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation:	Union position Local 73 CTW.

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).